

RCT Number (Finance Une)

_		
aln)	Nur	nber
	469	

Employee Name: Ailsa Beaton

Delegated authority: Department (choose from drop down menu):

Expense Period From: 01/09/2015 To: 07/10/2015

Itemised Expenses

DATE	DESCRIPTION. * (Including times (or substatence claims & builders mirpose)	Receipt No.	CATEGORY (Choose from drop down menu)	COST (drop down for appropriate chriency) " UK £
07/09/15	oyster - zone 1&2 travel card - Fulham to euston & return - tube		Travel - DK	<u>6</u> .40 —
07/09/15	Euston to Wilmslow	[2]	Travel - UK	39.70
07/09/15	Wilmslow to Euston	3	Tr <u>a</u> vel - IJK	39.70
05/10/15	taxi to euston (too early for tube)	4	Tr <u>a</u> vel - UK	21.00
05/10/15	Euston to Wilmslow	[1	Travel - UK	156.00
05/10/15	Wilmslow to Euston	5	Travel - UK	39.70
05/10/15	Euston to Fulham - tube & bus - oyster - £2.30 + £1.50		Travet - t/K	3.80
I				
				<u> </u>
				<u> </u>
		<u> </u>	———— — — -	
	<u> </u>	!		
l	<u> </u>			
l				ļ.
	<u> </u>	1 1	<u>–</u>	
	<u> </u>	ļ	l	
<u> </u>	<u> </u>	↓ _ -	_ _	<u> </u>
!	<u> </u>	↓		
1		ļ ļ		
!	<u> </u>	↓ _ ↓	_	
l		.		
l	. 	[↓ <u> </u>
	<u> </u>	<u> </u>		ļ- <u> </u>
l	.l	<u> </u>		<u> </u>
I	<u>,</u> ,	! —	<u> </u>	
_		! _	<u> </u>	<u> </u>
l	<u> </u>	l — – 🖳		-r
•		l	SUBTOTAL	_306,30

Mileage
Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

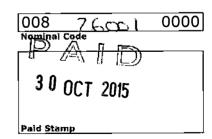
0.00 0.00 0.00 0.00 0.00

*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT 306.30

Don't forget to attach receiptsi





OCT

RET Number (Fesance (fre)

Claim Number 68761

Delegated authority:
Department (choose from drop down menu):

Expense Period From: 18/09/2015
To: 15/10/2015

Itemised Expenses

DATE	T - Arrive	IME Deplet	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No,	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) UK E
18/09/15 22/0 <u>9</u> /15	0500		Lunch with Graham Smith and Rosemary Agnew (Scottish Information Commissioner) Taxi from	$\left[\frac{1}{2} - \cdot\right]$	Subsistence - UK	<u>47.00</u>
23/09/15 30/09/15		1815	Taxi from alrort to Taxi from allow to office to arrive in time for early media interviews (before first bus) less cost of usual bus ticket (£4.00)	4	Travel - (IK UK	
01/10/15	0630		Breakfast on train to London Working lunch with Lasantha de Alwis, CTO Supper in London (minus alcohol, inc tip)	5 – – 6 – –	Subsistence - UK Subsistence - UK Subsistence - UK	
02/10/ <u>15</u> -		1810 _	Lunch in London Coffee on train on return journey Recharge difference in cost between train ticket to nd chosen destination	8 9 10	Subsistence - UK Subsistence - UK Yrayel - UK	7.14 2.95 -0.35
07/10/15 08/10/15	1730	-	Supper in London Coffee Taxi between meetings (running late)	11 — 12 — 13 —		<u>9.10</u> - 2.00 15.00
15/10/15		2200	Lunch in London Supper in London Recharge difference in cost between train UCKet to Sind chosen destination	15 16	Subsistence - UK Subsistence - UK Travel - UK	7.50 10.95 -6.60
15/10/15	0830	2140	Bus from to airport Greaklast at airport awalting flight	17 18 19	Travel UK Subsistence - UK Travel - UK	
16/10/15	·] 		Return flight to US for IAPP conference next April - cost of chosen flight is less than cost of flight if travelling solely for conference	20	Travel Overseas	- 497.53 A/S
Mileage		•	·		<u>ŞÜBTOTAL</u>	691.67
Car miles cla Car miles cla Motorcycle r Bicycle miles Passenger ra	almed (Pu niles clain s claimed	blic Transp		25 p 24 p 20 p	o per mile o per mile o per mile o per mile o per mile	0.06 d.00 0.00 0.00 0.00

*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance:
TOTAL REIMBURSHMENT 691.67
Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

22夕夕1

008 56005 coso frag. 23

m 21177 cor m 27426

Rt,T Number (floanse (see)

Expense Reir	nbursement		L		
Employee Name:	David Smith		cı	aim Number_	
, ,		<u></u>		15519	
Delegated authority:			\ 		
Department (choose from drop down menu):					
Expense Period From					
Itemised Expenses					
DATE TIME	DESCRIPTION (including times for subsistence claims a pusiness purpose)	Receipt (enprise fro No down m	m omp	of appropriate	
04/10/15 15:3	Manchester airport by TAXI Manchester airport (PLIGF (stayed overnight at hotel lie Liabon) Lisbon airport to Brasille airport (PLIGH)	_! !			
05/10/15	(Global Privacy Dialogue Conference, BRASILIA)	ʻ † 	i· - — —		
08/10/15	Twoship airport to Lisbon airport (FLIGHT Iusbon airport to Maurhester airport (FLIGH Manchester airport by TAXI			_ ~ -	
=	SUBSISTENCE: 5 x 24 hrs Minus 4 x Olimers Minus 3 x Lunches	 	35	7.00 2.00 5.00	
. !			= : : : : : : : : : : : : : : : : : : :	30	
			9.22.27.77.6	1.00	
:	[Received - 600 Re		_#TiUNZ ≃¥'O	O.O	
-			:		
<u>-</u>	1 12 1W no. 4 7 99 10		- :		
	$\int Z = 30\overline{I}$	<u> </u>			
		SUBTOTAL	(20 m-)	69.50	bo David Shith
Mileage Car miles claimed (Standard R	sate)*	45 p per mile	Ċ	(1.00)	SMICE
Car miles claimed (Public Tran Motorcycle miles claimed	sport Rate)	25 p per mile 24 p per mile		0.00	
Bicycle miles claimed Passenger rate		20 p per mile 5 p per mlle		0.00	
	passengi	ers			
*Note: Mileage reimbursen	nent for personal car please deduct usua		Less Cash Advance'	5 301.00	<i>(</i>
		то	Less Cash Advance DTAL REIMBURSEMENT Don't forget to al	246.00	69.50 Real
Claimant: Please email to y	your manager for approval		50		Real
Delegated authorities: Plea	ise forward to expenses@ico.org.uk by w	vay of approval for payme	ent		,_ ,
		1,	000	0000	
			008 Kopilinal Code	0000	
		Г			
		[1	Paid Stamp		

Expense	Reimbur	sement
---------	---------	--------

(Finance Use)
3477

Employee Name:	David Smith

Claim Number 61490

_			
Delegated authority:			
Department (choose from drop down menu):			
Expense Period	From;	01/10/2015	

31/10/2015

Itemised Expenses

DATE	TIME Arrive Depart	DESCRIPTION (including (lines for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST ** (drop down for appropriate currency) EURO
21/09/15	16:00	Wilmslow to Manchester airport by TAXI (shared taxi with	Ĭ		
	- +	Manchester airport to Brussels (FLIGHT)	 		
l·	+ + + + + + + + + + + + + + + + + + + +	Brussels to Plas Luxembourg by BUS	1, -1	Travel Overseas	4.50
22/23/9	1 1	(Article 29 Working Party)			
23/09/15		Plas Luxembourg to Brussels airport by BUS Brussels airport to Manchester airport	2	Travel Overseas	4.50
			1		i
		(FLIGHT)	ļ — —		<u> </u>
ļ	18:00	Manchester airport to by TAXI SUBSISTENCE: 2 x 24 hrs	1		152.00
ļ	+}	30B313TENCE: 2 X 24 IIIS	·} +·	. – – – – – – – – – – – – – – – – – – –	132.00
		-	·		
ļ	- 	 	1		†
	+		1		
			i — — i		
i				<u> </u>	<u></u>
<u> </u>					
		<u> </u>	.		<u> </u>
	- 		. —		·
	+ +	<u> </u>	+		·····
1	- 		· 		-
-	 		†		-d−
·	 	 	1		-
			1 I		† - - -—
	T T				<u> </u>
		 			
				<u> </u>	
į, —		<u> </u>	<u> </u>		
			[ZÚBLOLVĽ	161.00

Mileage
Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

0.00 0.00 0.00 0.00 0.00

*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT 161.00
Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment



16.1 - 1 30.7 - 6.123.18

Paid Stamp



Expense Reimbursement Employee Name: David Smith Delegated authority: Transferral (files as birn drop down menu): Expense Period From: 01/10/2015 To 13/10/2015

Charm formate 11702

Itemised Expenses

June 1 Ju	Travel 198 Travel 198 Travel 198 Travel 198 Travel 198 Travel 198	2.65 And 3.77	
Ath steriors of the steriors o		2.65 2.00 2.65 2.65 2.70 2.70 2.70 2.70 2.70 2.70 2.70 2.70	
ANY terrivood valiable to 2 own	Trained - 14K	2.65 A 2.65 A 2.60 A 2.	
ANY terrivood valiable to 2 own		2.65 2.65 3.70 16.00	
ANY terrivood valiable to 2 own		2.65 2.65 3.70 16.00	
waliable to 2 ow) inters but gueen's machine stockport TARI 19 YTARI 15 sland 15 sland 15 sland 15 sland 16 sland 17 sland 17 sland 16 sland 16 sland 17 sland 16 sl	3(399) - 156 - 13(399) - 66 - 10(44) - 4 - 106 - 10(44) - 4 - 106 - 10(44) - 4 - 106 - 10(44) - 106 - 10(44) - 106	2.65 A.20 A.20 A.20 A.20 A.20 A.20 A.20 A.20	
ow) Invences	3(399) - 156 - 13(399) - 66 - 10(44) - 4 - 106 - 10(44) - 4 - 106 - 10(44) - 4 - 106 - 10(44) - 106 - 10(44) - 106	2.65 A.20 A.20 A.20 A.20 A.20 A.20 A.20 A.20	
Internal int	3(399) - 156 - 13(399) - 66 - 10(44) - 4 - 106 - 10(44) - 4 - 106 - 10(44) - 4 - 106 - 10(44) - 106 - 10(44) - 106	8,005 3,70 16,00	
TAKE F F F F F F F F F		8,005 3,70 16,00	
TAKE F F F F F F F F F		8,005 3,70 16,00	^
TOWN 1 Y TAXI 1 Y TAXI 15 Sland) 15 Sland) 15 Sland 1 Full 1 TAXI 1 CALIBRATION 1 (FLIGHT) 1 CO omce 1		8,005 3,70 16,00	
y TAXI 4 y TAXI 15 sland) 15 sland)	*************************************	16.00	. - - -
y TAXI 4 y TAXI 15 sland) 15 sland)	*************************************	16.00	- -
y TAXI Is sland) Is sland) It(a) Dus		16.00	<u>/</u>
Slandh 12 ITGL 9		19.00	
t tw Bus bicont 7Ast - 2 miles (FLIGHT)			
t tw Bus bicont 7Ast - 2 miles (FLIGHT)			
TAKE F F F F F F F F F			_
TAKE F F F F F F F F F			
- 2 miles (FLIGHT)			•
- 2 miles (FLIGHT)		0.00	ہ ل
CO office	•	0.90	ia 🖁
CO office			1 ~
d, Belfast 7		_i	\dashv
1		11 00	
-J	Tipped . 188	·	-4
a 1815 - ∫a	Annue - en	مىن <u>65</u> 5	~
1 3.7.			7
		· · · · · · · · · · · · · · · · · · ·	┨.
		0.50	/
_ - 		1	-1-6
	(jek	159	< 1
,10	Thursd LIK	12.00	-
1			7
-			
			
!			
		: 1	
			
_		·	
l		1750	
11	Travel - LIV	17.50	
·		·•··	
			
!		:- :	
i		1	
			
<u>!</u>		: :	
		—	-
			
		<u> ;</u>	
1		1	
-1			
I	•	•	
1 -	-	 -	
_ ·;			4 .
į į	SWATTAL) 1000	ع ا ا
· -			
	n nor mile		PR 1
- 1 25	p per mile		쟁 '
 24	p per mile	92	39
		0.4	
		11 Travel-11K	1 1 17.50 1.55

*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT 198.86
Don't forget to essacs : accelers

Claimant: Please email to your manager for approval.

Delegated Juliburitius: Organs forward to engouses through by why of approval for payment







3 0 OCT 2015



Employee Name: GRAHAM SMITH

RCT Number (Finance Use)

Claim Number 88977

Delegated authority: Department (choose from drop down menu):

Expense Period

From: 29/09/2015 To: 02/10/2015

Itemised Expenses

ĎĀTE	TIME *	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No,	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) UK £
* *	Arrive Depart*	The state of the s	ī		- σκ ± +
29/09/15	08:00 11:35	Train Halifax-Kings Cross Pd in Adv	-	Travel - UK	
l <u> </u>	11:40 11:50		· ——	Travel UK	+ - +
I	12:45 13:15	Tube Russel Square-Edgeware Rd (Oyster	ł — '	Travel - UK Travel - UK	
l- — -	15:15 15:45	Tube Edgeware Rd-Russell Square (Oyster	} —— -	IFAVEL - UK	
L		Lunch provided, dinner with friends	14		2 . 20
l			⊭.	Subsistance UK	
,	.	O/N Russell Hotel, room only Breakfast	√l <u>s</u> –	Subsistence - UK	3.75
30/09/15	. 			Travel UK	<u> </u>
ļ. <u> </u>	09:30 09:50	Tube Russell Square-Charing Cross (Oyster Meetings at Cabinet Office & Attorney		ravel ok	
ļ	 	Lunch	+3 ——	Subsistence - UK	4.59
	+ and	Tube St James' Park-Russell Square (Oyster	}: —	Travel - tik	+
·	14:00 14:30	Dinner	10	Subsistence UK	17.65
- -	├ 	O/N Russell Hotel, room only	₽ —	i sepsitence un	<u> </u>
	ł-—- —	Breakfast	5	Subsistence · UK	8.95
01/10/15	··} †·	am Working at Hotel, conference call with	† ***	f:	
I —	- -	Lunch/Dinner	6	Subsistence - UK	18.00
	17:45 18:05	1	1		
	20:50 21:10			<u> </u>	T
02/10/15	20130	Tube Russell Square-Kings Cross (Oyster	T -	Travel - UK	
n'et roties	08:35 11:35	.l., — — — — — — — — — — — — — — — — — — —		Trąvei - UK	T
	1- \1.77.24	· — · — · —	T -	<u> </u>	<u> </u>
					<u> </u>
-	 	<u> </u>		!	<u> </u>
1	- 			<u> </u>	-
			l	<u>!</u>	<u>.!</u>
			l	·	ļ —————
		<u> </u>	1.	 	55.14
. —				SUBTOTAL] (<u></u>

Mileage
Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Blcycle miles claimed
Passenger rate

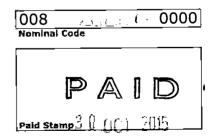
45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

0.00 0.00 0.00 0.00

*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT 55.14
Don't forget to attach receipts!







Delegated authority:
Department (choose from drop down menu):

Expense Period From: 22/09/2015
To: 24/09/2015

RCT Number (Finance 144)

Claim Number 80118

Itemised Expenses

DATE	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	* CATEGORY (Choose from drop down menu)	COST (drop down for appropriate currency): * UK £
:	50 NAME OF STREET	!1	Times III	15,00
22/09/15	Taxi Wilmslow office to MAN Airport 15:15-15:30		Travel - UK Iravel - UK	+ 5.00
٠ .	Flybe Flight MAN to Belfast City - £113.98 (Pre-pd on MM GPC) Taxl Belfast Airgort to Holiday Inn Express Hotel (travelled	 -	Traval_UK	12.00
	with Ged Tracey in taxi) at 18:00	† ≐ − − †		
	Dinner - Scalini Restaurant	ia l	Subsistence - UK	9.95
	Holiday Inn Express 2 nights' accommodation & breakfast	i	Travet - UK	
	loaid for using GS GPC (Total £164.00)			
23/09/15	Taxi Holiday Inn Express to PSNI HQ 08:45-09:05	[4[<u> Trayel - IJK</u>	10.00
	Lunch & other transport to Antrim Road Police Station,	.!		
	Lisburn & return to Hollday Inn Express provided	- <u>-</u>		11.00
	Dinner - Scalini Restaurant	5	Subsistence · UK	14.90
24/09/15	08:10-08:25 Holiday Inn Express to ICO Belfast on foot			-
	12:15-12:30 ICO Belfast to City Centre on foot			-
	Meeting with Marle Anderson, NI Ombudsman	-	Trayel - UK	2.50
	13:20-14:45 City Centre to Belfast City Airport by bus	- <u>6</u> - 	Subsistence - UK	2.30
	Flybe Flight Belfast City to MAN (Pre-pd on MM GPC)	· * · —	Travel - UK	
	16:35-18:15 MAN Airport to Hallfax by train (own ticket)	- 	Travel - UK	- <u> </u>
	10,55-1015 MAIL MILEOU TO HUMBER BY COM TOWN WELLS	-		i — — — –
				1
<u> </u>	·	1		<u> </u>
	·	! !	 !	_
		·!		<u> </u>
	<u> </u>	1		<u> </u>
		J		<u>-! </u>
	<u> </u>	-		-
	<u> </u>	Į.	-	<u> </u>
	-	- i -	SUBTOTAL	——————————————————————————————————————
			OUNTO ME	
Mileage	simed (Ctandard Date)*	7 45	p per mile	0.00
car miles cia	aimed (Standard Rate)* aimed (Public Transport Rate)		p per mile	0.0

Car miles claimed (Public Transport Rate) Motorcycle miles claimed Bicycle miles claimed Passenger rate 45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

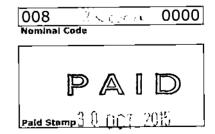
0.00 0.00 0.00 0.00 0.00

*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT

Don't forget to attach receipts!







Employee Name:		GRAHAM SMITH		
Delegated authority: Department (choose from drop down menu):				
Expense Period	From:	08/10/2015		
	To:	09/10/2015		

RCT Number (Finance Uno)

Claim Number 86708

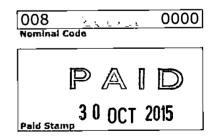
Itemised Expenses

DATE *	» TIM	Ē	DESCRIPTION (including times for subsistence claims &		CATEGORY (choose from drop	COST (drop down for appropriate (urrancy)
* *	Arrive [Depart	business purpose) 🔹		down menu)	UK £
08/10/15	07:30	11:40		ļ [Travel - UK	
	<u> </u>		Waverley Station -ICO Edinburgh - walked	 		1.50
	18:20		ICO Edinburgh-Radisson Blu Hotel - bus	12	Travel - UK	2.40
. —	-		Coffee (York Station, changed trains)	1 1	Substatege - UK	3.35
ļ.——	 	— ¦	Dinner	[3.].	Subsistence - UK Subsistence - UK	14.30
ļ	├		O/N Radisson Blu Hotel B&B	Z− +	Travel - UK	89.00
DO 44 D 44 E			Radisson Blu Hotel-Waverley Station - walked	┝╩──┼	Travel - UK	
09/10/15	10:00	11:25	Train Edinburgh Waverley-Leuchars	6	Travel - UK	17.10
	10:25	11:45	Leuchars Station-Office of Scottish	7	Travel UK	13.00
	11:30 14:45	11:45	St Andrews-Leuchars Station (Lift from	∳ ′──	IIAVEL_UK	-
· ·	15:30	16:30	Train Leuchars-Edinburgh (Return from	<u>†</u> †		
i — -	17:00	18:00	Train Edinburgh - Ainmouth (Pre-Pd)	-		
i	17:00	_ <u>ra</u> .oo	Lunch provided, no subsistence claim	†· −[·		·
-	+1	_		††		<u> </u>
_	1			t		
	·		·· 	11		<u> </u>
· —	<u>}</u>			†		
·	 	. — —	· -	†		
	!			† 'l		† — — i
-	t t	_		!1		-1 '1
<u> </u>	† †			1		T
	1			1		- <u>-</u>
	1	_		ļ— !		
	†· †			11		[
	† †			Ţ <u></u>		_!
	†·—— — ·			Ţ <u></u>		<u> </u>
	r —			Ţ— - I		i
	·	_	· 	L	SUBTOTAL	140.65
Mileage Car miles cla					p per mile	0.00
Car miles cla			port Rate)		p per mile	0.00
Motorcycle r		ed			p per mile	0.00
Bicycle mile					p per mile	0.00
Passenger ra	ate			5	p per mile	0.00

*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT
Don't forget to attach receipts!





Expense Reimbursemen	ıt
----------------------	----

Employee Name: GRAHAM SMITH

Delegated authority:
Department (choose from drop down menu):

Expense Period From: 14/10/2015
To: 15/10/2015

RCT Number (Finance Upo)

Claim Number 21379

Itemised Expenses

DATE	TIME	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST * (drop down for appropriate currency) UK £
14/10/15	Arrive Depart	Dinner whilst on business in London overnight	1	Subsistence - UK	16.88
14/10/15 15/10/15	 	Lunch whilst on husiness in London	15 1	Subsistence - UK	4.93
13/10/13	- 	Egitor William St. Dasilices III 2011041.	1~		·
<u> </u>			1		<u>i</u>
	1		! _ [
			!		
		<u> </u>	ļ. — — - ļ		ļ
		<u> </u>	-l [-
			ļ ļ		<u> </u>
<u> </u>	 	↓	- ··		!
	_	— —	-t·		· · · · · · · · · · · · · · · · · · ·
	· - - ·		- -	=	
	-1	- 	- †		
I —	<u> </u>]		
	1	<u> </u>			
			1		
	TIT	<u> </u>	-ļi		
	ļ. ļ		-h·1		
	l		·		1
-		·			
· —			-		·
			-•		†·
·- —	-l· -l· -		1		· † · =
	-	 			
					·
	<u>i</u> .	<u> </u>		<u>-</u>	·
				SUBTÓTAL	21.81
Car miles o	claimed (Standard R claimed (Public Tran mlles claimed es claimed		25 24 20	p per mile p per mile p per mile p per mile p per mile	0.00 6.00 0.00 0.00
Passenger			5	p per mile	0.00
		Miles No. of			

*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT 21.81

Don't forget to attach receipts!



